

Business Office, Office of Bursar/Controller, Correspondence and Memoranda, W408-2B-4
*University Archives, Winthrop University*Winthrop University Archives
Preliminary Descriptive InventoryUnit: **Business Office**
Sub-Group: **Office of the Bursar/Controller**
Series: **Correspondence and Memoranda**Record Group no: **W408**
Sub-group no: **2B**
Series no: **4**

Description of series and its contents: **This series consists of the correspondence and memoranda of the Controller's Office which is currently under the Division of Finance and Business Affairs (the successor of the Business Office and the Bursar before that). The Controller's Office provides accounting and business services for the instructional, research, and administrative components of the University. The Controller's Office is responsible for providing processes, systems, and controls over financial functions so that the University has timely, accurate, and complete financial information for use in decision making. The Controller's Office is also responsible for the preparation of the University's annual financial statements. The offices of Accounts Payable, Fixed Asset Accounting, General Accounting, and Payroll all fall under the Controller. The series is organized by calendar year and chronologically thereunder.**

<u>Box (es)</u>	<u>Folder(s)</u>	<u>Contents</u>	<u>Year(s)</u>
1	1	Correspondence	2011
1	2	Correspondence	2012
1	3	Correspondence	2013
1	4	Correspondence	2014
1	5	Correspondence	2015
		<ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Fiscal Year-End Accounts Payable Information -Payroll Notification -Banner Downtime for Year End Processing -Mileage reimbursement 	
1	6	Correspondence	2016
		<ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Payroll Notification -New Mileage Rate for 2017 -Banner Downtime for Year End Processing 	
1	7	Correspondence	2017
		<ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Fiscal Year-End Accounts Payable Information -Fiscal Year-End Departmental Deposits -New Mileage Rate -Payroll Notification 	
1	8	Correspondence	2018
		<ul style="list-style-type: none"> Topics: <ul style="list-style-type: none"> -Tax changes -Year End Accounts Payable Processing -Fiscal Year-End Departmental Deposits -Banner Down Time for Year End Processing -Departmental Deposit Information -W-2 Form 	

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1	9	Correspondence <ul style="list-style-type: none">• Topics:<ul style="list-style-type: none">-Winthrop Travel Mileage Rates-Payroll Notification	2019